



**ACCREDITING  
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for COMMUNITY and  
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*Western Association  
of Schools and Colleges*

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May 10, 2013

Mr. Michael Claire  
President  
College of San Mateo  
1700 W. Hillsdale Blvd  
San Mateo, CA 94402

Dear President Claire:

Dr. Jose Ortiz, Chancellor, Peralta Community College District, has been appointed as team chair for the External Evaluation Visit to College of San Mateo scheduled for Monday, October 21-Thursday, October 24, 2013. If you are aware of any matter that could affect the ability of this individual to serve in this capacity, please let me know as soon as possible.

We are in the process of constructing a team and will provide you with a team roster as soon as we have completed our selections.

Please let me know if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Barbara A. Beno".

Barbara A. Beno, Ph.D.  
President

BAB/tl

cc: Dr. Susan Estes, Accreditation Liaison Officer